A Primer on EDS Training Plans

January 1997

Los Alamos
NATIONAL LABORATORY

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Commonly Asked Questions

What is the Employee Development System (EDS)?

EDS is the official Laboratory-wide database that maintains and manages the Laboratory training records and information. It contains

- *course information, including descriptions and duration;*
- *class history which includes the number of sessions, when they were held, and who attended; and*
- *training plans which specify required and suggested course titles and numbers for particular categories of workers, a description of the affected audience, and frequency of retraining.*

Sponsoring organizations

- *add courses to EDS,*
- *create sessions,*
- *enroll participants, and*
- *define training plans.*

The ES&H Training Group (ESH-13) and Training and Development (HR-6) are examples of major sponsoring organizations that manage Laboratory-wide courses and take responsibility for tracking attendees. Divisions and groups can use EDS to add facility and job-specific courses to EDS as well as to create new or modify existing division or group training plans.

Who has access to EDS?

Access to EDS is granted based on specific authorities. These authorities determine what functions can be performed. Group leaders have access to several different reports. A group leader's authorities can be delegated to someone in his/her office, such as the group secretary or designated training generalist (DTG). (See step-by-step instructions on how to delegate authority.)

What reports can I generate with my authorities?

At the present time, group leaders can access the following reports:
- *A list of group members who attended a particular training course. (See instructions for CAG.)*
- *Training transcripts which list all training courses an individual has attended since 1979, that have been entered into EDS. (See instructions for CTR and CTZ.)*
- *All training plans for an individual or group of individuals. (See instructions for TPE.)*
- *The status of individuals in a particular training plan (See instructions for TPG.)*

What exactly is a training plan?

A training plan is a listing of courses, required and suggested, for individuals in particular job assignments. A job assignment may be a collateral duty such as a Waste Management Coordinator; it could also be defined by hazards encountered in the job (such as beryllium), equipment operated on the job (such as a forklift) or areas in which the work is performed (such as confined spaces). Divisions, groups, or facilities can create their own training plans as well. As you can see, an individual may have multiple training plans.

Training plans are useful tools to help managers guide and track worker training as the plans automatically mark one-time-only courses as well as those with retraining requirements. Training plan reports show whether workers' training requirements are complete, (up-to-date) , incomplete (not all initial training has been taken), or expired (required retraining has not been taken).

Who creates or changes training plans?

Training plans are most often created by the major sponsoring organizations like ESH-13, T&D, FSS- DO. DTGs and others with the proper authorities can also create training plans. Changes to the plans are made in response to changes in regulatory requirements and Laboratory policies. Only the organizations that created the training plans can make changes. Generally speaking, generic assignment codes should be used where possible and tailored to organizational or location needs. Contact ESH-13 or HR-6 before creating or changing training plans.

Does everyone in the Laboratory have a training plan?

Job assignments with required training have been given assignment codes. Many jobs do not have training requirements attached to them and therefore may not have official job assignments. However, certain annual training is required of every Laboratory worker. Included are ESH refresher booklets, FSS security awareness training, and substance abuse awareness.

How are workers assigned training plans?

A training questionnaire has been developed that can be administered to workers in their teams or groups. The questions they are asked focus on hazards they work around, equipment they work with, areas they work in, as well as specific job duties and job titles. Questionnaires are reviewed and approved by supervisors and then scanned into EDS. EDS then automatically assigns assignment codes and training plans to the workers. (See page 9 for instructions on assigning , changing , or deleting assignment codes.) To arrange for workers in your group to complete the questionnaire, contact Gloria Brooks (HR-6) at 7-9072 or Yvonne Ellington (ESH-13) at 5-5209.

To Log On to EDS:

1. Log on to Labwide Systems-IB.

2. Enter Z number and password or Smartcard pass code.

3. Press <RETURN> to move past the FTP Information screen, if it appears. (Press <RETURN> to move past any "news" screen.)

4. At "Menu Option" (your cursor will be there automatically), type in ED and press <RETURN> to get to the Employee Development System (EDS) . Follow additional instructions below for accessing particular types of reports.

Creating Training Transcripts (CTR)

This report lists the training courses an individual worker has completed within a specified period of time. See sample report, page 10.

1. At the ED menu, type ERM and press <RETURN> to get to the Report Menu.

2. Type CTR in the Menu Option field and press <RETURN> .

   NOTE: If transcripts are needed for several workers, access the CTZ option and enter up to nine Z numbers or unique names.

   SHORTCUT: By-pass steps 1-2 by typing CTR at the ED menu.

3. Type a Beginning Date and Ending Date (year <u>must</u> have all four digits) in appropriate fields to indicate date range of the report.

   NOTE: 1/1/1979 is the conversion date of EDS. Typing this as a beginning date gives you <u>all</u> training courses for an individual from that date. If no ending date is entered, it will default to the current date.

4. Select one (and only one) of the report levels, depending on your authorities. (Group leaders can do either one.)
   • Z number or name of the individual whose transcript you want to see
   • Group code (4 digits — e.g., 8H06, 7C13, etc.) gives the transcripts of every member of that group

5. Choose Complete Status. (Suggest typing "A" which shows all completed courses and any incomplete courses or no-shows.)

6. Submit the report by typing N (for now) or L (for later) and press <RETURN>.

   NOTE: In selecting L(ater), the report will be submitted overnight. For some large reports, the system will automatically default to the L(ater) option.

7. Print report or view it on the screen. (*See instructions, page 7*)

Multiple Course/Plan Status by Employee (TPE)

This report lists all training plans for an employee or group of employees. The report includes the status of the plan for each individual (complete or incomplete). This report is a very useful tool to see what courses your workers need and when they need them. See sample report, page 11.

1. At the ED menu, type QRQ and press <RETURN> to get to the Qualification/ Requalification menu.

2. Type STR and press <RETURN> to access the Completion Status Report menu.

3. Type TPE in the Menu Option field and press <RETURN>.

    SHORTCUT: By-pass steps 2-3 by typing TPE at the ED Menu.

4. Select one (and only one) of the report levels, depending on your authorities. (Group leaders can do either one.)

    - Z number or name of the individual to be reported on

    OR

    - Group code (4 digits — e.g., 8H06, 7C13, etc.) gives reports on all group members.

5. Choose course status:

    - I = lists all courses within the training plan(s) that are incomplete or expired

    - A= lists all courses in the training plan(s) and their completion status

    - N= gives no course detail. Will only indicate if the plan(s) itself is complete, incomplete, or expired.

6. Submit the report by typing N (for now) or L (for later) and press <RETURN>.

    NOTE: In selecting L(ater), the report will be submitted overnight. For some large reports, the system will automatically default to the L(ater) option.

7. Print report or view it on the screen. *(See instructions, page 7)*

Single Plan Status by Group (TPG)

This report lists the status of group members in a particular training plan. See sample report, page 12.

1. At the ED menu, type QRQ and press <RETURN> to get to the Qualification/ Requalification menu.

2. Type STR and press <RETURN> to access the Completion Status Report menu.

3. Type TPG in the Menu Option field and press <RETURN>.

   SHORTCUT: By-pass steps 1-3 by typing TPG at the ED menu.

4. Enter plan number (in the number field) or title (in the title field).

   NOTE: Press F4 at the title field to list plan titles and corresponding numbers, if you are not sure of the plan title.

5. Enter group code.

6. Choose plan status:

   - C = lists all individuals who have completed all courses in that plan

   - I= lists all individuals who are incomplete or expired in the plan

   - A= lists all individuals and the status of their training plan

7. Submit the report by typing N (for now) or L (for later) and press <RETURN>.

   NOTE: In selecting L(ater), the report will be submitted overnight. For some large reports, the system will automatically default to the L(ater) option.

8. Print report or view it on the screen. *(See instructions, page 7)*

Course Attendees by Group (CAG)

This report lists all group members who attended a particular training course. See sample report, page 13.

1. At the ED menu, type ERM and press <RETURN> to get to the Report Menu.

2. Type CAG in the Menu Option field and press <RETURN> .

   SHORTCUT: By-pass steps 1-2 by typing CTR at the ED menu.

3. Tab to the Beginning Date field and enter a date (year <u>must</u> have all four digits)

4. Tab to Ending Date field and type in a date (default is today's date).

5. Enter the course number or title in the appropriate field.

   NOTE: If you do not know the course number and are not sure of the precise title of the course, you can do a key word search from the title field as follows:

   • In the Title field, type *key word*. (e.g., *electrical*)

   • Press the F4 key. After several seconds you will see a list of all courses with that key word in it.

   • Tab down to desired course and type S to select.

   • Press <RETURN>.

   • The system will automatically revert to the CAG screen with course information completed.

• Tab to Group code and enter 4-digit number.

6. Submit the report by typing N (for now) or L (for later) and press <RETURN>.

   NOTE: In selecting L(ater), the report will be submitted overnight. For some large reports, the system will automatically default to the L(ater) option.

7. Print report or view it on the screen. (*See instructions, page 7*)

To View or Print a Report

1. Press F9 to go directly to the Menu Option field. Type INF and press <RETURN>. This will take you to the Information Manager Main menu.

2. Type 1 and press <RETURN> to display only completed reports.

3. Tab to the line identifying the report you would like to see.

    - Type **"p"** and press <RETURN> to **print**.

    OR

    - Type **"v"** and press <RETURN> to **view** it on screen.

    OR

    - Type **"r"** and press <RETURN"> to **route** a large report to the CCF printer.

    NOTE 1: In "view" mode use the page up (or F7), page down (or F8), F10 (right) and F11 (left) keys to scan the report and F3 to return to the report list.

    NOTE 2: Large reports can be printed on the CCF laser printer in CIC and mailed to you . Large reports can also be downloaded to your workstation.

4. If printing, enter the number of the type of printer you are using and press <RETURN>. Once your report has printed, you will return to the screen where your reports are listed.

5. Tab to the line of the report you printed and type "d" to delete the request.

6. To exit INF Manager, press F3 twice.

To Log Off EDS

1.   Tab to, or press F9 to get to, the Menu Option field.

2.   Type "LO" and press <RETURN>.

To Delegate Authority

Group leaders may delegate EDGRP authority to whomever they designate as follows:

1. Log on to the Labwide Systems, option IB.

2. In the menu option field, type "EAAUS" to access the Authority Services screen.

3. Type the designee's Z number in the assignee field. Press <ENTER>.

4. Complete the fields on the screen as follows:

UAD:	Enter "A" to add an authority to your designee.
JC:	Enter your job code or press <TAB>.
Org:	Enter your organization code or press <TAB>
Auth:	Enter "EDGRP"
Start date:	Enter today's date (mm/dd/yyyy)
End date:	Enter up to one year later from start date
Reasn:	Enter "N" or "Y" (N=not reassignable, Y=reassignable)

   NOTE: Not reassignable means that the designee cannot reassign the authority to anyone else.

5. Press <ENTER>. You will see a "Row Updates Completed" message at the bottom of the screen.

6. Press F9 or tab to the Menu Option field.

7. Type "LO" to log off, or ED to return to EDS.

To Assign, Change, or Delete Assignment Codes

Anyone with EDMSO authority can assign assignment codes for an organization.

1. Log on to the Labwide Systems, option IB.

2. In the menu option field, type "EIAAC" and press <RETURN> .

3. Tab to the Z no field, and type the worker's Z number. Then press <RETURN>.

4. Complete the fields on the screen as follows:

   UAD: Enter "A" to add or change an assignment code, "U" to update start or end dates, or "D" to delete an assignment code no longer valid.

   Assig Code: Enter the assignment code number, e.g., 49 for Radworker I.

   Start Date: Enter the beginning date of the assignment.

   End Date: (Optional) Enter the ending date of the assignment.

   NOTE: When deleting an assignment code, the system will ask, "Are you sure?" Type "y" for yes or "n" for no.

5. Press <ENTER>. You will see a "Row Updates Completed" message at the bottom of the screen.

6, Type "LO" to log off, or ED to return to EDS.

Information, Training, and/or Assistance

For . . .	Contact . . .
EDS training classes	*Beverly Faulkner at 5-0996.*
EDS "how tos"	*Beverly Faulkner at 5-0996.*
questions concerning training records management policy	*Gloria Brooks at 7-9072.*
questions concerning ES&H training plans	*Yvonne Ellington at 5-5209.*

Creating Training Transcripts (CTR) Report
(page 1 of 3 only)

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1RED-8010 (CTR)            LOS ALAMOS NATIONAL LABORATORY EMPLOYEE DEVELOPMENT SYSTEM                    PAGE    1
13:20:03                              EMPLOYEE TRANSCRIPTS              FROM 01/01/1979 TO 02/11/1997   02/11/97


DIVISION : 7C    ESH                                                   COURSE STATUS: ALL
GROUP    : 7C13   ESH-13
Z-NO/NAME:  xxxxxx  xxxxxx xxxxxx x
                                              COURSE  SESSION SESSION  GROUP     COST PGM                          CEU
                    COURSE TITLE              NUMBER  NUMBER   DATE   CHARGED  CENTER CODE HOURS   FEE    STATUS   HRS
---------------------------------------------- --------- ------- -------- ---------- ------ ---- ------ -------- ---------- --

REFRESHER GENERAL EMPLOYEE RADIOLOGICAL TRAINING (   8530      92 10/21/96 ESH-13                        1.00           COMPLETE
OSHA RIGHTS AND RESPONSIBILITIES (BOOKLET)          8609     101 10/21/96 ESH-13                         .25           COMPLETE
LOCKOUT/TAGOUT (BOOKLET)                            8869      37 10/21/96 ESH-13                         .25           COMPLETE
RADIOLOGICAL CONTROLLED AREA (RCA) WASTE REQUIREME 12188       1 08/23/96 ESH-13                        2.00           COMPLETE
WESTINGHOUSE: PRACTICAL PRINCIPLES FOR EVERYDAY MA 12064       7 06/27/96 ESH-13                        4.00           COMPLETE
MANAGING CHANGE AND TRANSITION IN THE WORKPLACE    12083       3 06/25/96 ESH-13                        4.00           COMPLETE
ANNUAL SECURITY REFRESHER                           1425     375 06/14/96 ESH-13      7D1500            2.00           COMPLETE
OFFICE SAFETY: THE THRILL SEEKERS-VIDEO            9368       4 03/22/96 ESH-13                         .25           COMPLETE
ANNUAL SECURITY REFRESHER                           1425     337 03/18/96 ESH-13      7D1500            2.00           COMPLETE
ESH:  VIOLENCE IN THE WORKPLACE MANAGEMENT WORKSHO 11732       4 03/18/96 ESH-13                        4.00           COMPLETE
CONDUCT OF OPERATIONS FOR MANAGERS (SELF-STUDY)    11006       5 02/07/96 ESH-13                        2.00           COMPLETE
FORKLIFT PROFICIENCY INSTRUCTORS COURSE            5277       8 01/30/96 ESH-13                        8.00           COMPLETE
COACHING SKILLS FOR LEADERS                        9180      20 01/25/96 ESH-13      7A1500 X599 15.00          COMPLETE
REFRESHER GENERAL EMPLOYEE RADIOLOGICAL TRAINING ( 8530      63 11/20/95 ESH-13                        1.00           COMPLETE
OSHA RIGHTS AND RESPONSIBILITIES (BOOKLET)          8609      69 11/20/95 ESH-13                         .25           COMPLETE
CRYOGEN SAFETY                                      8876      12 11/17/95 ESH-13                        2.00           COMPLETE
HAZARD COMMUNICATION INTRODUCTION                   2398     415 11/14/95 ESH-13                        3.50           COMPLETE
LEAKS AND SPILLS                                   10876      28 11/14/95 ESH-13                         .50           COMPLETE
FORKLIFT SAFETY FUNDAMENTAL                          753     102 10/26/95 ESH-13                        2.00           COMPLETE
HEARING CONSERVATION                               2430      43 10/25/95 ESH-13                        1.00           COMPLETE
PRESSURE SAFETY ORIENTATION                          769      46 10/24/95 ESH-13                        3.00           COMPLETE
REFRESHER ELECTRICAL SAFETY AWARENESS              8536       8 10/19/95 ESH-13                        1.00           COMPLETE
ELECTRICAL GROUNDING AND SHIELDING TECHNIQUES      8537       8 10/19/95 ESH-13                        1.50           COMPLETE
BLOODBORNE PATHOGENS                               7292      27 10/17/95 ESH-13                        1.00           COMPLETE
LEADERS FORUM:  MARKETING THE LAB./EFFECTIVE PROGR 11320       1 10/13/95 ESH-13      7A1500            2.00           COMPLETE
ASBESTOS AWARENESS                                 8661      27 10/12/95 ESH-13                        1.00           COMPLETE
PSAP:  VIOLENCE IN THE WORKPLACE                  10899      50 08/15/95 ESH-13      7A1500            3.00           COMPLETE
CET PREPARATION:  CHEMICALS                       10996       1 07/24/95 ESH-13                        1.50           COMPLETE
PSAP:  VIOLENCE IN THE WORKPLACE                  10899      38 07/18/95 ESH-13      7A1500            3.00           COMPLETE
CET PREPARATION:  HAZARDOUS WASTE MANAGEMENT      10981       1 06/26/95 ESH-13                        1.50           COMPLETE
CET PREPARATION:  FIRE PREVENTION AND PROTECTION  10976       1 06/05/95 ESH-13                        1.50           COMPLETE
CET PREP:  HAZWOPER                               10939       1 05/22/95 ESH-13                        1.50           COMPLETE
CET PREP:  HAZCOM/LABORATORY STANDARD REVIEW      10940       1 05/15/95 ESH-13                        1.50           COMPLETE
PERFORMANCE APPRAISAL                              2706      28 05/12/95 ESH-13      7A1500            8.00           COMPLETE
TRAINER'S FORUM                                   11934       1 04/06/95 ESH-13      7A1500            1.50           COMPLETE
TSQP:  TRAINEE EVALUATION                         8585       3 03/15/95 ESH-13      7A1500            8.00           COMPLETE
TSQP:  TEST DEVELOPMENT                           8583       3 03/13/95 ESH-13      7A1500           24.00           COMPLETE
HAZWOPER:  FIRST RESPONDER AWARENESS LEVEL        5252       4 02/16/95 ESH-13                        4.00           COMPLETE
LEADERS' FORUM: DEALING WITH PERFORMANCE ISSUES   9673       1 12/05/94 ESH-13      7A1500            2.00           COMPLETE
REFRESHER GENERAL EMPLOYEE RADIOLOGICAL TRAINING ( 8530      31 10/24/94 ESH-13                        1.00           COMPLETE
OSHA RIGHTS AND RESPONSIBILITIES (BOOKLET)          8609      31 10/24/94 ESH-13                         .25           COMPLETE
LOCKOUT/TAGOUT (BOOKLET)                            8869       1 10/24/94 ESH-13                         .25           COMPLETE
CONDUCT OF OPERATIONS AND OCCURRENCE REPORTING (BO  9385       1 10/24/94 ESH-13                         .25           COMPLETE
TSQP:  COURSE AND INSTRUCTOR EVALUATION           8586       2 10/13/94 ESH-13      7A1500           16.00           COMPLETE
G.E.T. - EXAMINATION                              5668     419 10/03/94 ESH-13                        1.50           COMPLETE
G.E.T. - FACILITIES (SELF-STUDY)                  7655     195 10/03/94 ESH-13                         .25           COMPLETE
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Multiple Course/Plan Status by Employee (TPE) Report

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1RED-9065 (TPE)              LOS ALAMOS NATIONAL LABORATORY EMPLOYEE DEVELOPMENT SYSTEM                    PAGE   1
  13:20:16                             TRAINING PLAN STATUS BY EMPLOYEE                                       02/11/97

DIVISION :  7C     ESH                                              COURSE STATUS:  COMPLETE/INCOMPLETE
GROUP    :  7C13   ESH-13
Z-NO/NAME:  xxxxxx  xxxxx xxxxx x                          CEU
                                                   FREQ  REQD   DATE    EXPIRE                          CEUS
PLAN #        PLAN TITLE       COURSE #      COURSE TITLE     MNTHS SUGG COMPLETE  DATE       COMMENT     COMP
--------- --------------------- --------- -------------------------- ----- ---- -------- -------- ------------------------- ---

     344 LAB-WIDE ES&H TRAINING    8530 REFRESHER GENERAL EMPLOYEE   12   R   10/25/96 10/25/97
                                   8609 OSHA RIGHTS AND RESPONSIBIL  12   R   10/25/96 10/25/97
                                   8869 LOCKOUT/TAGOUT (BOOKLET)     12   R   10/25/96 10/25/97
                                                  PLAN STATUS:            10/25/96 10/25/97 Plan complete
                                                  CEUs REQD  :

     408 TSQP - INSTRUCTOR         8579 TSQP:  PERFORMANCE-BASED TR   *   R   12/04/92          Equiv taken:    2728
                                   8584 TSQP:  TRAINING IMPLEMENTAT   *   R   12/04/92          Equiv taken:    2728
                                                  PLAN STATUS:            12/04/92   NONE   Plan complete
                                                  CEUs REQD  :

     409 TSQP - PBT SPECIALIST     8208 TSQP:  ON-THE-JOB TRAINING:   *   R   07/15/93          Equiv taken:    8209
                                   8431 TSQP:  TRAINING DEVELOPMENT   *   R   09/07/94          Equiv taken:    9129
                                   8579 TSQP:  PERFORMANCE-BASED TR   *   R   12/04/92          Equiv taken:    2728
                                   8580 TSQP:  TRAINING ANALYSIS      *   R   02/17/94          Equiv taken:    8977
                                   8581 TSQP:  JOB AND TASK ANALYSI   *   R   02/17/94          Equiv taken:    8977
                                   8582 TSQP:  TRAINING DESIGN        *   R   09/07/94          Equiv taken:    9124
                                   8583 TSQP:  TEST DEVELOPMENT       *   R   03/14/95
                                   8584 TSQP:  TRAINING IMPLEMENTAT   *   R   12/04/92          Equiv taken:    2728
                                   8586 TSQP:  TRAINING EVALUATION    *   R   10/14/94
                                   8589 TSQP: STANDARD OVERVIEW - T   *   R   01/19/94          Equiv taken:    8801
                                                  PLAN STATUS:            03/14/95   NONE   Plan complete
                                                  CEUs REQD  :

     458 LAB-WIDE SUBSTANCE ABU    7863 SUBSTANCE ABUSE AWARENESS P   *   R                     Incomplete
                                                  PLAN STATUS:                             Plan incomplete
                                                  CEUs REQD  :

     729 SECURITY EDUCATION TRA    1425 ANNUAL SECURITY REFRESHER    12   R   06/14/96 06/14/97
                                   5977 G.E.T. - SECURITY             *   R   09/15/92
                                   8480 SECURITY AWARENESS COMPREHE   *   R   05/03/93
                                                  PLAN STATUS:            06/14/96 06/14/97 Plan complete
                                                  CEUs REQD  :


Note:  Asterisk (*) in frequency months means one time only.
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Single Plan Status by Group (TPG) Report

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1RED-9085 (TPG)              LOS ALAMOS NATIONAL LABORATORY EMPLOYEE DEVELOPMENT SYSTEM                  PAGE   1
13:42:18                               SINGLE PLAN STATUS BY GROUP                                       02/11/97
PLAN #/TITLE:      458  LAB-WIDE SUBSTANCE ABUSE TRAINING PLAN        COMPL DRIVER:
TGT AUDIENCE:  LAB-WIDE:  YES                        TECH AREA:       BUILDING NUM:
               DIV/GRP :                             ASSIGNMNT:
               MGR/SUPR:                             Z-NO/NAME:
               JOB CODE:                             CLEARANCE:
PLAN SPONSOR:  7D0600   FSS-6          COORDINATOR Z-NO/NAME:  107542  MARTINEZ PEGGY L
DESCRIPTION:   LAB-WIDE TRAINING REQUIREMENT.




DIVISION   7C    ESH                    REPORT ON  :  GROUP  7C13  ESH-13
GROUP      7C13  ESH-13                 PLAN STATUS:  COMPLETE/INCOMPLETE
                                                      COMPLETE    EXPIRE    SAS EFFECT
           NAME                Z NO      JOB TITLE      PHONE      DATE      DATE        DATE              COMMENT


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xxxxxxxx xxxxxxx           xxxxxx                      665-8253 09/19/1996   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx TRAINING SPEC 2      665-7977 02/25/1994   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx STAFF MEMBER         665-7885 02/25/1994   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx                      665-7932                                  Plan incomplete
xxxxxxxx xxxxxxx           xxxxxx UNDERGRAD ADMIN AIDE 665-5605                                  Plan incomplete
xxxxxxxx xxxxxxx           xxxxxx UNDERGRAD ADMIN AIDE 665-5605                                  Plan incomplete
xxxxxxxx xxxxxxx           xxxxxx STAFF RESEARCH ASST  667-3062                                  Plan incomplete
xxxxxxxx xxxxxxx           xxxxxx                      667-0059                                  Plan incomplete
xxxxxxxx xxxxxxx           xxxxxx TRAINING SPEC 2      665-5205                                  Plan incomplete
xxxxxxxx xxxxxxx           xxxxxx                      665-7952                                  Plan incomplete
xxxxxxxx xxxxxxx           xxxxxx                      667-0059                                  Plan incomplete
xxxxxxxx xxxxxxx           xxxxxx                      665-8248 06/23/1995   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx STAFF MEMBER         665-7966                                  Plan incomplete
xxxxxxxx xxxxxxx           xxxxxx GROUP LEADER         665-5605 08/24/1990   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx                      665-5209 03/22/1995   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx                      665-7967 02/25/1994   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx STAFF MEMBER         665-5542 02/25/1994   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx                      667-0059 02/25/1994   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx TRAINING SPEC 2      665-8258 02/25/1994   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx PROGRAM ADMIN 3      665-7976                                  Plan incomplete
xxxxxxxx xxxxxxx           xxxxxx                      665-0752                                  Plan incomplete
xxxxxxxx xxxxxxx           xxxxxx TRAINING SPEC 3      667-8675 02/25/1994   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx SECRETARY 4          665-5605 02/25/1994   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx HEALTH/ENV TEC       665-8250 02/25/1994   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx TRAINING SPEC 3      665-8249 02/25/1994   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx                      665-8254                                  Plan incomplete
xxxxxxxx xxxxxxx           xxxxxx UNDERGRAD ADMIN AIDE 665-8489                                  Plan incomplete
xxxxxxxx xxxxxxx           xxxxxx TRAINING SPEC 3      665-7965                                  Plan incomplete
xxxxxxxx xxxxxxx           xxxxxx TRAINING SPEC 2      665-7995 02/25/1994   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx TEAM LEADER          665-5207                                  Plan incomplete
xxxxxxxx xxxxxxx           xxxxxx                      665-7948 02/25/1994   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx WORD PROCESSOR 4     665-7971 02/25/1994   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx COMP INFO SYS OPR 4  665-5208 03/22/1991   NONE                Plan complete
xxxxxxxx xxxxxxx           xxxxxx ADMIN RES ASST       665-5605                                  Plan incomplete
xxxxxxxx xxxxxxx           xxxxxx UNDERGRAD ADMIN AIDE 665-5206                                  Plan incomplete
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Course Attendees by Group (CAG)

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1RED-8190 (CAG)                 LOS ALAMOS NATIONAL LABORATORY EMPLOYEE DEVELOPMENT SYSTEM                      PAGE    1
13:42:36                                    COURSE ATTENDEES BY GROUP             FROM 07/01/1996 TO 02/11/1997   02/11/97
DIVISION: 7C    ESH
GROUP  :  7C13  ESH-13
COURSE #:     11627
            NAME              Z-NO   START DATE   END DATE   ST   SESS              TITLE
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XXXXXXXXXXXXXXXXXX          xxxxxx  08/28/1996  08/28/1996   C      7  ELECTRICAL SAFETY IN THE R&D LABORATORY
XXXXXXXXXXXXXXXXXX          xxxxxx  08/08/1996  08/08/1996   C      4  ELECTRICAL SAFETY IN THE R&D LABORATORY
XXXXXXXXXXXXXXXXXX          xxxxxx  08/28/1996  08/28/1996   C      7  ELECTRICAL SAFETY IN THE R&D LABORATORY
XXXXXXXXXXXXXXXXXX          xxxxxx  08/28/1996  08/28/1996   C      7  ELECTRICAL SAFETY IN THE R&D LABORATORY
XXXXXXXXXXXXXXXXXX          xxxxxx  08/28/1996  08/28/1996   C      7  ELECTRICAL SAFETY IN THE R&D LABORATORY
XXXXXXXXXXXXXXXXXX          xxxxxx  01/10/1997  01/10/1997   C     16  ELECTRICAL SAFETY IN THE R&D LABORATORY
XXXXXXXXXXXXXXXXXX          xxxxxx  09/16/1996  09/16/1996   C      8  ELECTRICAL SAFETY IN THE R&D LABORATORY
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Primer Evaluation

Can you take a couple of minutes to provide us with some feedback on this document so that we can make it more useful for you and others in the future? Thank you.

Tear out this sheet, fold over and mail back to ESH-13, J596.

1. Comment on the usefulness and/or relevancy of *A Primer on EDS Training Plans.*

2. Are there any topic areas not covered for which you would have liked more information? If so, which ones?

Name (optional)_____ MS_____

TO: ESH-13
MS J596
ATT: Yvonne Ellington